



# Administrative Services Department Procurement

2330 McCulloch Blvd N. | Lake Havasu City | Arizona 86403-5950  
928.854.0799 | [purchasing.lhcaz.gov](http://purchasing.lhcaz.gov)

## Request for Proposals Land Management Software System P22-DS-500227 ADDENDUM NO. 1 4/14/2022

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be taken into account in preparing submissions:

**NEW BID OPENING DATE IS MAY 18, 2022.** There is no change in the opening time. **Submissions are due no later than 3:00 p.m., Arizona Time**, at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

ITEM	ACTION	PAGE / SECTION	DESCRIPTION or ISSUE
1.	Revise	Page 1	Change "RFP CLOSING DATE: MAY 4, 2022" to read " <i>RFP CLOSING DATE: MAY 18, 2022</i> "
2.	Revise	Page 3	Change "RFP CLOSING DATE: MAY 4, 2022" to read " <i>RFP CLOSING DATE: MAY 18, 2022</i> "
3.	Revise	Page 4	Change "CLOSING DATE & TIME: MAY 4, 2022" to read " <i>CLOSING DATE &amp; TIME: MAY 18, 2022</i> "
4.	Revise	Page 5, Section 1.0	Change "Proposal Must be Submitted by (3:00 p.m. AZ time) May 4, 2022" to read " <i>Proposal Must be Submitted by (3:00 p.m. AZ time) May 18, 2022</i> "
5.	Revise	Page 5, Section 1.0	Change "Submittal of Written Questions (4:00 p.m. AZ time) April 15, 2022" to read " <i>Submittal of Written Questions by (4:00 p.m. AZ time) April 22, 2022</i> "
6.	Revise	Page 7, Section 9.0, First paragraph	Change "Submittals must be clearly addressed to the City Clerk's Office, 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403, and received no later than <b>May 4, 2022, 3:00 p.m., Arizona time</b> " to read " <i>Submittals must be clearly addressed to the City Clerk's Office, 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403, and received no later than <b>May 18, 2022, 3:00 p.m., Arizona time</b></i> "
7.	Revise	Page 7, Section 9.0, Second paragraph	Change "Proposals will be opened immediately after 3:00 p.m. (Arizona time) on <b>May 4, 2022</b> at Lake Havasu City Hall, Room 109, located at 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403" to read " <i>Proposals will be opened immediately after 3:00 p.m. (Arizona time) on <b>May 18, 2022</b> at Lake Havasu City Hall, Room 109, located at 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403</i> "



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Question Number	Question	Answer
1.	Number of permits and types of permits?	Please see Attachment A, Building Permit Types.
2.	Number of planning application types?	Please see Attachment B, Planning Application Types.
3.	Number of code case types/subtypes?	Please see Attachment C, Code Case Types.
4.	Number of business registration types?	Please see Attachment D, Current Class Codes. In addition, the Business License Application includes additional business registration types.
5.	Does the City have plans to use a third party Electronic Plan Review tool? If so, which one?	We are hoping the Land Management program would include this software. If not, we are familiar with Bluebeam.
6.	Have you had any vendor demos in the past 12 months? If so, which vendors?	No.
7.	Can you please tell us what payment processor the City uses?	Northstar is our current billing software.
8.	We price by named user. Can you please provide us with a range of the number of users? We do not require estimates of the citizens, contractors, and business owners who will be using the portal, just the staff who will be using the main application.	40-45 users.



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### Attachment A Building Permit Types

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.  
2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
-	BACKFLOW PREVENTION PERMIT	BFP	BP	
-	CO ONLY PERMIT	COO	BP	
-	COMMERCIAL BUILDING PERMIT	CB	BP	
-	COMMERCIAL DEMOLITION	CDEM	BP	
-	COMMERCIAL FACTORY BUILT BLDG	CFBB	BP	
-	COMMERCIAL GRADING PERMIT	CGRD	BP	
-	CONVERSION - UNKNOWN TYPE	CONV	BP	
-	ELECTRICAL PERMIT	ELEC	BP	
-	EXPIRED PERMIT RENEWAL FEE	EX	BP	
-	FF-FIRE ALARM SYSTEM PERMIT	FP06	BP	
-	FIREPLACE	FRPC	BP	
-	FLOOD PLAIN DEVELOPMENT PERMIT	FPDV	BP	+

F3=Exit F6=Add F8=Print list F13=Display by code

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.  
2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
-	FOUNDATION PERMIT	FOND	BP	
-	FP ONLY-BLASTING PERMIT	FP16	FP	
-	FP ONLY-BLASTING PERMIT	FPBL	FP	Y
-	FP ONLY-BURN PERMIT	FP14	FP	Y
-	FP ONLY-BURN PERMIT	FBRN	FP	Y
-	FP ONLY-CARNIVAL INSPECTION	FP20	FP	
-	FP ONLY-FIRE ALARM PERMIT	FPFA	FP	
-	FP ONLY-FIREWORKS	FP17	FP	
-	FP ONLY-FIREWORKS	FPFW	FP	Y
-	FP ONLY-LPG TANK INSTALL	FP08	FP	
-	FP ONLY-LPG TANK INSTALL	FPLP	FP	
-	FP ONLY-TENT 200+/ CANOPY 400+	FP15	FP	+

F3=Exit F6=Add F8=Print list F13=Display by code

Lake Havasu City  
Permit Type Codes Maintenance

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.  
2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
—	FP ONLY-TENT 200+/ CANOPY 400+	FTNT	FP	Y
—	FP-AFSS COMMERCIAL NEW	FP02	BP	
—	FP-AFSS COMMERCIAL NEW	FSCN	FP	
—	FP-AFSS COMMERCIAL REMODEL	FP03	BP	
—	FP-AFSS COMMERCIAL REMODEL	FSCR	FP	
—	FP-AFSS RESIDENTIAL NEW	FP04	BP	
—	FP-AFSS RESIDENTIAL NEW	FSRN	FP	
—	FP-AFSS RESIDENTIAL REMODEL	FP05	BP	
—	FP-AFSS RESIDENTIAL REMODEL	FSRR	FP	
—	FP-C/O ONLY	FP18	BP	
—	FP-C/O ONLY	FPCO	FP	
—	FP-CO2 TANK INST/REMOVE/REPAIR	FP21	FP	+

F3=Exit F6=Add F8=Print list F13=Display by code

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.

2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
-	FP-ENGINEERED EXT SYSTEM	FP12	BP	
-	FP-ENGINEERED EXT SYSTEM	FPES	FP	
-	FP-FIRELINE/SPRINKLER SUPPLY	FP01	BP	
-	FP-FIRELINE/SPRINKLER SUPPLY	FPFL	FP	
-	FP-FUEL TANK ABOVE GROUND	FP07	BP	
-	FP-FUEL TANK ABOVE GROUND	FTAG	FP	
-	FP-FUEL TANK TEMP CONST SITE	FP13	BP	
-	FP-FUEL TANK TEMP CONST SITE	FTTC	FP	
-	FP-FUEL TANK UNDER GROUND	FP10	BP	
-	FP-FUEL TANK UNDER GROUND	FTUG	FP	
-	FP-RETROFIT/RMV BACKFLOW ASSMB	FP19	BP	
-	FP-SPRAY BOOTH PERMIT (NEW)	FP11	BP	+

F3=Exit F6=Add F8=Print list F13=Display by code

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.

2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
—	FP-SPRAY BOOTH PERMIT (NEW)	FPSB	FP	
—	FP-STANDPIPE PERMIT	FP09	BP	
—	FP-STANDPIPE PERMIT	FPSP	FP	
—	GAS PERMIT	GAS	BP	
—	GENERAL RIGHT-OF-WAY PERMIT	GROW	PW	
—	GRADING PERMIT - CONVERSION	GRAD	BP	
—	HOT TAP PERMIT	UP	BP	
—	HOUSING GRANT - NO FEE	HG	BP	
—	INTERNAL PURPOSES PERMIT	IP	BP	
—	MECHANICAL PERMIT	MECH	BP	
—	MOBILE HOME PERMIT	MO	BP	
—	OUTDOOR SEASONAL ROOM ADDITION	OSRA	BP	+

F3=Exit F6=Add F8=Print list F13=Display by code



Position to . . \_\_\_\_\_ Starting character(s)

**Type options, press Enter.**

**2=Change 3=Copy 4=Delete**

Opt	Description	Code	Dept	Inactive
—	PLAN CHANGE	PLCH	BP	Y
—	PLANNING PERMIT	PLAN	BP	
—	PLUMBING PERMIT	PLMB	BP	
—	PUBLIC ROW PERMIT <\$10,000	ROWP	BP	
—	PUBLIC ROW PRMT \$10,001-20,000	ROW2	BP	
—	PUBLIC ROW PRMT OVER \$20,000	ROW3	BP	
—	RESIDENTIAL BUILDING PERMIT	COMB	BP	
—	RESIDENTIAL DEMOLITION PERMIT	RDEM	BP	
—	RESIDENTIAL DRIVEWAY PERMIT	DW	BP	
—	RESIDENTIAL DW - ADDTN OR 2ND	DW2	PW	
—	RESIDENTIAL FACTORY BUILT BLDG	RFBB	BP	
—	RESIDENTIAL GRADING PERMIT	RGRD	BP	

+

**F3=Exit F6=Add F8=Print list F13=Display by code**

Position to . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.

2=Change 3=Copy 4=Delete

Opt	Description	Code	Dept	Inactive
—	RESIDENTIAL MOBILE HOME	RMH	BP	
—	RESIDENTIAL RECONSTRUCTION	RECN	BP	
—	RETAINING WALL	WALL	BP	
—	SUBDIVISION GRADING PERMIT	SDGR	BP	
—	SUPPLEMENTAL ELECTRICAL PERMIT	ELE2	BP	
—	SUPPLEMENTAL MECHANICAL PERMIT	MEC1	BP	
—	SUPPLEMENTAL PLUMBING PERMIT	PLB1	BP	
—	SWIMMING POOL AND/OR SPA	SP	BP	
—	UTILITY PERMIT	UTIL	PW	

F3=Exit F6=Add F8=Print list F13=Display by code



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### Attachment B Planning Application Types

Type choices for report, press Enter.

Project type  
Application

Project Type Inquiry  
PZ Code Inquiry/Select

- List active
- List project
- List project
- List review
- List project
- List project

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	ABANDONMENT	A
-	ANNEXATION	ANX
-	APPEAL-BLDG/FIRE	AP
-	APPEAL-BOARD OF ADJUSTMENT	ZA
-	APPEAL-PLANNING COMMISION	PCA
-	CONDITIONAL USE PERMIT	ZUP

More...

F12=Cancel F13=Display by code

F3=Exit F4=P

Type choices for report, press Enter.

Project type  
Application

List active  
List project  
List project  
List review  
List project  
List project

Project Type Inquiry  
PZ Code Inquiry/Select

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	CONDITIONAL USE PERMIT MINOR	MUP
-	DESIGN REVIEW	DR
-	GENERAL PLAN AMENDMENT	GPA
-	LOT ALTERATION	LA
-	PARKING LOT RESTRIPE	PR
-	PARKING-IN-COMMON	PIC

More...

F12=Cancel F13=Display by code

F3=Exit F4=P

Type choices for report, press Enter.

Project type  
Application

List active  
List project  
List project  
List review  
List project  
List project

Project Type Inquiry  
PZ Code Inquiry/Select

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	PLANNED DEVELOPMENT	PD
-	PLANNED DEVELOPMENT AMENDMENT MAJOR	PDA
-	PLANNED DEVELOPMENT AMENDMENT MINOR	PDM
-	PLANNED TEXT AMENDMENT	PTA
-	POLITICAL SIGN	POL
-	PRE-APPLICATION	PRAP

More...

F12=Cancel F13=Display by code

F3=Exit F4=P

Type choices for report, press Enter.

Project type  
Application

List active  
List project  
List project  
List review  
List project  
List project

Project Type Inquiry  
PZ Code Inquiry/Select

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	PUBLIC PROPERTY SALE	PP
-	SETBACK REQUEST	SBR
-	SIGN PERMIT	PS
-	SIGN PERMIT IN RIGHT-OF-WAY	SIR
-	SPECIFIC PLAN	SR
-	SPECIFIC PLAN AMENDMENT	SPA

More...

F12=Cancel F13=Display by code

F3=Exit F4=P

Type choices for report, press Enter.

Project type  
Application

Project Type Inquiry  
PZ Code Inquiry/Select

List active  
List project  
List project  
List review  
List project  
List project

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	SPECIFIC PLAN CONCEPTUAL REVIEW	SCR
-	SUBDIVISION	SD
-	SUBDIVISION AMENDMENT	SDA
-	TEMPORARY USE	TU
-	TEMPORARY USE - 3 DAY	TU3
-	VARIANCE	ZV

More...

F12=Cancel F13=Display by code

F3=Exit F4=P



Type choices for report, press Enter.

Project type  
Application

Project Type Inquiry  
PZ Code Inquiry/Select

List active  
List project  
List project  
List review  
List project  
List project

Position to . . . \_\_\_\_\_  
Type option, press Enter.  
1=Select 5=View

Opt	Description	Code
-	VARIANCE MINOR	ZVM
-	ZONE CHANGE	Z

Bottom

F12=Cancel F13=Display by code

F3=Exit F4=P



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### Attachment C Code Case Types

Position to . . . . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.

2=Change 3=Copy 4=Delete 6=General 7=Actions 8=Case data 9=Set maint path

Opt	Description	Code	Department	Status
-	Building Violation	BD	CODE ENFORCEMENT	Active
-	Case Code from Old system	Z	CODE ENFORCEMENT	Active
-	Case from Old w/o Violations	UNKN	CODE ENFORCEMENT	Active
-	Civil Zoning Violation	CZ	CODE ENFORCEMENT	Active
-	Converted Case	CV	CODE ENFORCEMENT	Active
-	Criminal (Needed for Conver)	CR	CODE ENFORCEMENT	Active
-	Criminal (Not used)	CRN	CODE ENFORCEMENT	Active
-	Housing Rehabilitation project	HR	Grants	Active
-	ILLICIT DISCHARGE	ID	CODE ENFORCEMENT	Active
-	MAINTENANCE AGREEMENT	SWPP	BUILDING	Active
-	Not known	N	CODE ENFORCEMENT	Active
-	PENDING BUILDING VIOLATION	PV	BUILDING	Active

+

F3=Exit F6=Add F8=Print list F13=Display by code

Position to . . . . . \_\_\_\_\_ Starting character(s)

Type options, press Enter.

2=Change 3=Copy 4=Delete 6=General 7=Actions 8=Case data 9=Set maint path

Opt	Description	Code	Department	Status
-	Planning Reminders	P&Z	CODE ENFORCEMENT	Active
-	POLITICAL SIGN	POLS	CODE ENFORCEMENT	Active
-	POOL ENCLOSURE	PE	CODE ENFORCEMENT	Active
-	Public Works	PW	CODE ENFORCEMENT	Active
-	Red Tag	RT	BUILDING	Active
-	SIGN PERMIT	SP	CODE ENFORCEMENT	Active
-	Vacation Rentals	VR	CODE ENFORCEMENT	Active

F3=Exit F6=Add F8=Print list F13=Display by code



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# Attachment D Current Class Codes and Business License Application

\*Additional business registration types are  
highlighted.

<i>Commercial Licenses</i>	<i>Code</i>	<i>Description</i>
<b>Business/Office</b>	<b>BUSOFF</b>	Banks, consultants, counselors, realtors, etc.
<b>Commercial: Daycare 1</b>	<b>COMDAY1</b>	Facility providing non-medical care and supervision of adult or minors for 5 or less for less than 24 hours.
<b>Commercial: Daycare 2</b>	<b>COMDAY2</b>	Facility providing non-medical care and supervision of 6 to 10 adults or minors for less than 24 hours.
<b>Commercial: Daycare 3</b>	<b>COMDAY3</b>	Facility providing non-medical care and supervision of 11 to 15 adults or minors for less than 24 hours.
<b>Government</b>	<b>GOVT</b>	Federal, state, county or city agency.
<b>Hotel</b>	<b>HTLRSRT</b>	
<b>Hotel/Restaurant/Bar</b>	<b>HTLRB</b>	<i>Add description as to what the combination is.</i>
<b>Institution/Hospital</b>	<b>HOSPITL</b>	Hospital, nursing homes, care facilities providing medical services: more than 5 people on 24 hour basis.
<b>Liquor License</b>	<b>LIQLIC</b>	Needed for Business License Department
<b>Manufacturing</b>	<b>MFG</b>	Fabricate, assemble and process a finished product from raw material. <i>Add description of what is being made.</i>
<b>Medical Office</b>	<b>MDCIAL</b>	Medical office primarily engaged in providing personal health services. Includes offices for doctors and dentists.
<b>Places of Assembly 1</b>	<b>ASSEM1</b>	Indoor, fixed seating ( <i>theater/movies/plays</i> ).
<b>Places of Assembly 2</b>	<b>PLSES2</b>	Indoor, worship, recreation, amusement.
<b>Places of Assembly 3</b>	<b>PLSES</b>	Outdoor, viewing of events, amusement. (i.e., carnival)
<b>Restaurant</b>	<b>RESTAUR</b>	Retail business selling food – fixed location, not mobile.
<b>Restaurant/Bar</b>	<b>RESTBAR</b>	Retail business selling food and alcoholic beverages – fixed location, not mobile
<b>Restaurant/Fast Food</b>	<b>RESTFST</b>	Retail business selling fast food – fixed location, not mobile.
<b>Retail</b>	<b>RETAIL</b>	Commercial, sale of goods or commodities in small quantities sold directly to consumers. <i>Add description of what they are selling.</i>
<b>RV Parks</b>	<b>RV</b>	<i>Contact planning and zoning prior to issuing license to a new RV park.</i>
<b>School</b>	<b>SCHOOL</b>	Schools thru 12 <sup>th</sup> grade, more than 5 children older than 2 ½ years of age. Location used for educational teaching and learning.
<b>Service</b>	<b>SERVICE</b>	Commercial, <i>add description of what service they provide</i> (Do not include adult/child care). Includes barbers and beauty salons.
<b>Storage 1</b>	<b>STRG1</b>	Low hazard – Aircraft hangars, storage units, storage of food and beverage products.
<b>Storage 2</b>	<b>STRG2</b>	Moderate hazard – Aircraft repair hangars, indoor boat storage, motor vehicle repair garages w/less than the max allowable quantities of hazardous materials, bulk storage of tires, furniture and lumber
<b>Swap Meet</b>	<b>SWPMET</b>	Flee market. To be used only if they do <b>not</b> sell anywhere else. <i>Add description: type of retail, food vendor, etc.</i>
<b>Temporary Liquor License</b>	<b>TEMPLIQ</b>	<i>Add description.</i>
<b>Temporary Special Event</b>	<b>TEMP</b>	<i>Temporary (per event) Special Event License</i>
<b>Temp Special Event</b>	<b>TEMP1</b>	<i>Temporary (annual) Special Event License</i>
<b>Utilities</b>	<b>UTILFE</b>	
<b>Veterinary Care</b>	<b>VETRARY</b>	<i>Add specific description of services performed (i.e., hospital, boarding, clinic only, etc.)</i>

<b>Wholesale</b>	<b>WHLSE</b>	Location engaged in selling merchandise to retailers, industrial, commercial, institutional or professional business users. <i>Add description of what is sold.</i>
<b>Commercial and Home Occupation Licenses</b>		
<b>Association</b>	<b>ASSN</b>	Organized body of people operating on a membership basis for the promotion of interests of the members.
<b>Contractor</b>	<b>CONT</b>	State licensed contractors in any field of construction. <i>(Set contractor flag.)</i>
<b>Non Profit 501 c 3</b>	<b>NONPRO</b>	
<b>Property Management</b>	<b>PRTMGT</b>	Entity operating the business of property rental, property leasing and rent collection. <i>Include address of rental property and the number of units.</i>
<b>Home Occupation Licenses</b>		
<b>Group Home 1</b>	<b>GRPHM1</b>	Residential based facility for the care of elderly, disabled persons, adults and mentally challenged all of which are unrelated by blood or marriage. <i>Maximum quantity of 5 persons.</i>
<b>Group Home 2</b>	<b>GRPHM2</b>	Residential based facility for the care of elderly, disabled persons, adults, mentally challenged all of which are unrelated by blood or marriage. <i>A quantity of 6 persons but less than 16.</i>
<b>Handyman</b>	<b>HNDYMAN</b>	Person performing odd jobs and small tasks (not requiring contractor's license).
<b>Home Occupation: Daycare 1</b>	<b>HODAY1</b>	Operation of a business within a residential dwelling providing non-medical care and supervision of adult or minors for 5 or less for less than 24 hours.
<b>Home Occupation: Daycare 2</b>	<b>HODAY2</b>	Operation of a business within a residential dwelling providing non-medical care and supervision of 6 to 10 adults or minors for less than 24 hours.
<b>Home Occupation: Daycare 3</b>	<b>HODAY3</b>	Operation of a business within a residential dwelling providing non-medical care and supervision of 11 to 15 adults or minors for less than 24 hours.
<b>Home Occupation</b>	<b>HORETL</b>	Operation of a business within a residential dwelling related to the selling of something. <i>Add description of exactly what they are selling.</i>
<b>Mobile</b>	<b>MOBUS</b>	Mobile business operated out of home and conducted at customer's location. <i>Add description (*does business produce grease layden vapors)</i>
<b>Addresses</b>		
<b>1 Association Rd</b>		For associations without a fixed location.
<b>1 County Address</b>		Desert Hills, H6 or other areas with in Mohave County but not within city limits.
<b>1 Non Local Rd</b>		Outside Mohave County.
<b>1 Non Profit Rd</b>		Non profit group without a fixed location.
<b>1 Special Event Rd</b>		Selling for an approved special event, regardless of where they are from.
<b>1 Swap Meet Rd</b>		Selling at swap meet <b>only</b> , regardless of where they are from.



**LAKE HAVASU CITY**  
**APPLICATION FOR BUSINESS LICENSE**  
[www.lhcaz.gov](http://www.lhcaz.gov)

**Fee \$140**

Application is invalid unless all questions are answered. Return all pages to Business License / Customer Service. A fee is collected upon submission of application. You will be advised in writing of your license status within 20 calendar days from the date of submittal. You will be contacted if there are any questions.

**BUSINESS NAME/DBA** \_\_\_\_\_

**BUSINESS ADDRESS**

STREET # \_\_\_\_\_ STREET NAME \_\_\_\_\_ STE.# \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**MAILING ADDRESS**

STREET # \_\_\_\_\_ STREET NAME \_\_\_\_\_ STE.# \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BUSINESS TELEPHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**AZ RESALE TPT ID #** \_\_\_\_\_ **FEDERAL TAX ID** \_\_\_\_\_

**TYPE OF OWNERSHIP (CHECK ONE):**

Association   
  Government   
  Individual/Sole Proprietorship   
  Limited Liability Company   
  Limited Liability Partnership   
  Non-Profit   
  Partnership

Professional/Limited Liability   
  Corporation: \_\_\_\_\_

NAME OF CORPORATION \_\_\_\_\_ STATE OF INCORPORATION \_\_\_\_\_ DATE OF INCORPORATION \_\_\_\_\_

**DESCRIBE BUSINESS IN DETAIL:** \_\_\_\_\_

**BUSINESS OWNER(S) INFORMATION (IF MORE SPACE NEEDED, ATTACH ADDITIONAL PAGES):**

PRINCIPAL/OWNER NAME (1)	TITLE	PHONE	DATE OF BIRTH
HOME ADDRESS	CITY/STATE    ZIP	DRIVER'S LICENSE #	STATE
PRINCIPAL/OWNER NAME (2)	TITLE	PHONE	DATE OF BIRTH
HOME ADDRESS	CITY/STATE    ZIP	DRIVER'S LICENSE #	STATE
PRINCIPAL/OWNER NAME (3)	TITLE	PHONE	DATE OF BIRTH
HOME ADDRESS	CITY/STATE    ZIP	DRIVER'S LICENSE #	STATE
EMERGENCY CONTACT/LOCAL MANAGER	TITLE	PHONE	DATE OF BIRTH
HOME ADDRESS	CITY/STATE    ZIP	DRIVER'S LICENSE #	STATE

2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403  
 Phone (928) 453-4153 Toll Free (866) 248-4150 Fax (928) 855-0551  
 email: BusinessLicense@lhcaz.gov





**Fee \$140**

# LAKE HAVASU CITY APPLICATION FOR BUSINESS LICENSE

[www.lhcaz.gov](http://www.lhcaz.gov)

<b>NOTE: BUILDING OWNER(S) INFORMATION IS REQUIRED.</b>						
<b>BUILDING OWNER</b>	NAME	PHONE	HOME ADDRESS	CITY/STATE	ZIP	
<b>TYPE OF BUSINESS:</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Home Based	<input type="checkbox"/> Mobile	<input type="checkbox"/> Swap Meet	<input type="checkbox"/> Event	
<b>THE NATURE OF MY BUSINESS IS (CHECK ONE):</b>						
<input type="checkbox"/> Business Office	<input type="checkbox"/> Contractor	<input type="checkbox"/> Day Care	<input type="checkbox"/> Food	<input type="checkbox"/> Government	<input type="checkbox"/> Group Home	<input type="checkbox"/> Handyman
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Medical-Doctor/ Dentist	<input type="checkbox"/> Restaurant/Bar	<input type="checkbox"/> Retail	<input type="checkbox"/> School	<input type="checkbox"/> Service	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Storage	<input type="checkbox"/> Other	Description: _____				
CONTRACTOR'S LICENSE ROC #		CLASS		MOHAVE COUNTY HEALTH #		
<b>NOTE: TAX EXEMPT 501(C)(3) ORGANIZATIONS MUST ATTACH COPY OF THE INTERNAL REVENUE SERVICE LETTER OF DETERMINATION.</b>						
<b>TAXABLE ACTIVITY (CHECK ONE):</b>						
<input type="checkbox"/> Amusement	<input type="checkbox"/> Construction/ Contracting	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Manufacturer/ Retail	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Rental - Commercial	<input type="checkbox"/> Rental - Residential
<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Restaurant/Bar	<input type="checkbox"/> Use Tax	<input type="checkbox"/> Other - Describe: _____			
<b>DOES YOUR BUSINESS SELL FOOD AND/OR ALCOHOL?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>MACHINERY/EQUIPMENT USED/STORED ON SITE:</b> _____						
<b>MATERIALS/CHEMICALS USED/STORED ON SITE:</b> _____						
<b>DESCRIBE WASTE PRODUCTS/LEFTOVER MATERIALS:</b> _____						
<b>METHOD OF DISPOSAL:</b> _____						
<b>APPLICANT'S SIGNATURE</b>				<b>DATE</b>		

